

**CANTON PARK COMMISSION
BOARD MINUTES
MONTHLY MEETING
OCTOBER 14, 2015**

The Canton Board of Park Commissioners met in a regular meeting on October 14, 2015.

Attendees:

Board Members: President - Andrew Black, Member – Julie Sparks

Staff Members Present: Park Director – Derek Gordon, Assistant Park Director – Dan Kunz, Office Manager – Theresa Gang, Recreation Director – Greg Mytinger

Community Members: Ward 3 Councilman – Jim Griffin, Stark Fresh Director – Tom Phillips,

The meeting was called to order at 4:03pm by President Black.

Meeting minutes from the September 9, 2015 regular Meeting were reviewed by the Commissioners. President Black motioned to approve the minutes. Commissioner Sparks seconded. Motion passed unanimously.

OLD BUSINESS

1. 2015 Levy Campaign / Park and Recreation Transition Update – Director Gordon provided a brief update on the progress of the levy campaign. All campaign efforts are in full swing and running smoothly. To date, there is no organized opposition and the levy has received the full endorsement of the Repository and a front page story clarifying the issue. Fundraising and marketing efforts will continue and an election night watch party will take place at George's Lounge.
2. Volunteer Background Check Policy Review – After a lengthy discussion about how this policy would impact the park volunteers, clarification was provided that this policy would only impact volunteers who were serving as volunteers for Canton Parks or Canton Joint Recreation (CJRD) programs. It would not apply to renters or individuals participating in park clean ups. This policy would carry over to the unified department following the merge of parks and recreation. Commissioner Black motioned to approve the policy. Commissioner Sparks seconded. Motion passed unanimously.
3. Therapeutic Foster Care Program – Garaux Shelter Request – Director Gordon notified the Commission that this program had previously been granted a reduced rate by the Commission for a multi-week rental. Unfortunately, the condition of the shelter following their rental days was unacceptable. Director Gordon recommended that if this request for an extension of their rental dates was approved that the full rate be applied to account for the extra labor and time required for park staff clean up. The Commission agreed with the Director's recommendation and no further action was required as the rental can be approved by the Park administration if no rate adjustments are given. A formal letter outlining expectations will be sent by Director Gordon to the program in response to this request.

EVENT REQUESTS

1. McKinley / Massillon Pre-Game Halloween Cabaret – SECC – Friday, October 30th – Per the details of the event flyer, this event is requesting the use of the SECC Community Room for a party to celebrate the McKinley / Massillon game on October 31st. Director Gordon explained to the Commission that the request had come before them as the event has requested alcohol, would extend beyond normal building hours of operation, and would be charging admission to attend the event. After a thorough discussion regarding all of these factors and the fact that clarification had not been provided as to who or what would be benefitting from the admission revenues Commissioner Sparks motioned to deny the event request. President Black seconded the motion. Motion passed unanimously.

NEW BUSINESS

1. Ms. Wanda Sealock – Schreiber Park Tennis Court Request – Ms. Sealock is a local tennis advocate who approached Director Gordon to inquire about improvements to the Schreiber Park Tennis Courts. She also presented a petition of

support from the surrounding neighborhood to make the improvements. Director Gordon is currently working with Recreation Director Greg Mytinger to assess whether these improvements are financially feasible and whether citywide demand for tennis facilities dictates the need for these courts. The Commission expressed their appreciation for Ms. Sealock's efforts and passion for the courts at Schreiber Park. As there are no funds imminently available for such a project and a viable program is offered nearby at Weis Park the Commission asked CJRD Director Mytinger if Ms. Sealock could help promote the existing tennis programs already offered by CJRD. Director Mytinger and Director Gordon stated that they would work with Ms. Sealock to explore her future involvement in the programs.

2. Recognition of Commissioner Zutali – Director Gordon stated that he will present a plaque and letter to Commissioner Zutali for his service to the Park Commission. A maple tree will also be planted in his honor at Crenshaw Park.
3. Garaux Shelter Improvements – Director Gordon requested appropriations from the Garaux Park special funds for the following improvements:
 - a. Roof Replacement – \$14,000.00
 - b. Audio Visual Installation - \$8,600.00

President Black motioned to approve both improvement requests contingent upon the Director's receipt of a formal quotation for the roof replacement and the confirmation that no alternative vendors exist locally to complete the audio/visual installation. Commissioner Sparks seconded. Motion passed unanimously.

4. Adopt-A-Park Transfer – Mini Park #11 - Tom Phillips – After receiving notice that Ms. Brooklyn Mitchell will no longer be able to maintain the community garden on this property, Mr. Tom Phillips has offered to enter into an adopt-a-park agreement and expand the garden to the entirety of the parcel. Commissioner Black motioned to approve the agreement. Commissioner Sparks seconded. Motion passed unanimously.
5. Adopt-A-Park Agreement – Arboretum Park - Stark County Disc Golf Association (SCDGA) – Mr. Michael Emerick of the Stark County Disc Golf Association has approached Director Gordon and Assistant Director Kunz about formally adopting Arboretum Park after decades of informal assistance at the park. They have also proposed a series of improvements for consideration that can be done with materials and equipment already in the Park's possession. President Black and Commissioner Sparks commended the SCDGA for all of their past assistance at the park and expressed their enthusiasm for their future involvement and continued development of the park for Disc Golf purposes. President Black asked that the park administration approve all work performed by SCDGA to assure it does not conflict with job responsibilities of park employees under the Union contract. Commissioner Black motioned to approve the agreement. Commissioner Sparks seconded. Motion passed unanimously.
 - a. Disc Golf Course Development Concept – Director Gordon and Assistant Director Kunz outlined a proposal from the SCDGA for the installation of an additional three disc golf holes and trees to bring the entire course to 27 holes. All of the necessary equipment and materials have been obtained and the installation would be done collaboratively between the parks and SCDGA. Commissioner Black motioned to approve the installations. Commissioner Sparks seconded. Motion passed unanimously.
6. Adopt-A-Park Agreement – Meyer's Park – Heritage Christian School – Director Gordon presented a proposed adopt-a-park agreement from Heritage Christian School. A more detailed agreement for shared use of the Meyer's Park space is currently being developed for the Commission's consideration but this agreement is the first step in this process. Commissioner Black motioned to approve the agreement with the number of free park rentals provided to Heritage Christian be amended from four (4) to one (1) to maintain consistency with other agreements. He stated that the Commission would be happy to consider waiving the fee for other rentals on a case by case basis. Commissioner Sparks seconded. Motion passed unanimously
 - a. Playground Grant / Match Request - \$5,223.25 – Director Gordon approached the Commission with a request to split the cost of a new playground set at Meyer's Park with Heritage Christian School. The overall cost of the set is approximately \$15,000 with installation, but thanks to the matching funds and a grant obtained by the school, the amount remaining for the set is \$10,446.50. The cost to the Commission would be half (\$5,223.25) and the park crews would be responsible for the playground border and fall material installation. Commissioner Black motioned to approve the funding request. Commissioner Sparks seconded. Motion passed unanimously.
7. Crystal Park Peninsula – The Crystal Park Neighborhood Association (CPNA) has received a donation for the purchase and installation of a gazebo on the Crystal Park Peninsula on Mahoning Road. As the parcel has not officially been conveyed to the Commission for oversight and maintenance, Service Director Bartos has issued a formal letter requesting Commission acceptance of the parcel. CPNA currently maintains the entire site at no cost to the City. Director Gordon advised that an adopt-a-park agreement with CPNA should accompany this donation if the Commission should accept responsibility for the parcel.

- a. Parcel Acceptance Request – After thorough conversation about the potential responsibility of this parcel, the Commission determined that the parcel did not fit into the larger vision of the park master plan. The Park Commission is in the process of decreasing their overall property inventory except for areas that expand programming opportunities or fill voids in park services to the community. The Commission feared that accepting this parcel will only increase future maintenance liabilities and the parcel does not fit into the new land acquisition strategies laid forth in the master plan. President Black motioned to deny the request to accept responsibility for the parcel. Commissioner Sparks seconded. Motion passed unanimously.
 - b. Gazebo Donation Request – No action taken as parcel acceptance was denied by Commission. Therefore, authority for this donation rests with the City administration.
 - c. Little Library – Program Approval – Director Gordon presented a proposal for a collaborative program with the Stark County District Library to provide stations with free books along trails within the parks (See Attached). Each station design would be reviewed and approved by the Commission before it is installed by the Park crews. All expenses of this program will be covered through the donation fees of the program with the exception of our time and labor to install the stations. Commissioner Black motioned to approve the program. Commissioner Sparks seconded. Motion passed unanimously.
8. YMCA Equipment Loan Request – The Eric Snow YMCA has requested use of tables and chairs from the SECC for their upcoming race. Director Gordon stated that this request would traditionally be denied, but he believes that special consideration could be given to the YMCA given the support and ongoing agreement with the Commission for services at the SECC. Additionally, many YMCA materials and equipment are on loan to the City for the operations of the SECC. Commissioner Black motioned to approve the equipment loan with the provision that any equipment damaged or misplaced would be repaired or replaced by the YMCA. Commissioner Sparks seconded. Motion passed unanimously.
 9. 2016 Budget Review – After a thorough review of the budget and an overview of the proposed adjustments from the previous year's budget by Director Gordon Commissioner Black motioned to approve the 2016 budget. Commissioner Sparks seconded. Motion passed unanimously.
 10. Recreation Report – Not provided
 11. Financial Report – President Black motioned to approve the report. Commissioner Sparks seconded. Motion passed unanimously.
 12. Director's Report – Director Gordon presented his monthly report to the Commission. (See Attached)

Commissioner Black motioned to adjourn at 6:20pm. Commissioner Sparks seconded. Motion passed unanimously. Meeting adjourned.

Next Park Commission Meeting is tentatively scheduled to be held at 4:00pm on November 12th, 2015 at the Pro Football Hall of Fame.

Andy Black, President

Derek Gordon, Director